

FOOD MANAGERS and FOOD HANDLERS



Jefferson County Fiscal Court adopted an ordinance in 1989 requiring all foodservice establishments to employ food managers or foodservice personnel who are certified in: ***SANITATION COURSE for FOOD SERVICE MANAGERS***

This program is administered by the Division of Environmental Health and Protection. This course is designed to provide food managers and food handlers with up-to-date recommendations and new information about food code requirements, how food-borne illnesses can occur and safe food handling procedures.

The two components of the certification course are home study and classroom instruction with a final test. The home study component prepares the applicant for the two hour class instruction and one hour test. Classes and testing will be provided by Martha Gregory & Associates Inc. All applicants completing and passing the course will be issued a certificate by the Division of Environmental Health and Protection. **Certification is valid for three (3) years.**

Proof of current certification from ServSafe, Certified Professional Food Manager, and National Registry for Food Safety Professionals is recognized in place of the Division's course certification. **Upon proof of current certification in either of these programs, the Division will issue the *Sanitation Course for Food Service Manager's certificate at a cost of \$35***

More information: Division of Environmental Health & Protection, the Food Hygiene Program at (502) 574-6650.

***A certified manager and/or foodservice employee is required to be on duty whenever the food establishment is open for business.**

***The Division certificate of current training must be available for review.**

***Failure to comply with this ordinance may result in a fine of \$100.00 for each day of violation.**

COURSE REGISTRATION

Who Should Attend : This course is designed for those who manage the foodservice establishment and foodservice personnel who work in a food service establishment.

Course fee : Applicant has 90 days from sign-up date with the Division to complete the course. ***Failure to complete this course in 90 days will result in loss of the \$35.00 fee,*** and the applicant will have to reapply.

If you fail the course - you can pay a \$15.00 fee and re-test within 60 days of initial test date.

Duplicate copies of certificate - \$10.00

How to apply for certification : Fill out the application form for each person attending the course. Mail or bring application and payment to: Louisville Metro Department of Public Health and Wellness
Division of Environmental Health and Protection
400 E. Gray St.
Louisville, KY 40202

Make checks/money orders payable to: Louisville Jefferson County Metro Government

A 50.00 fee will be assessed for all returned checks

A Home study booklet will be given to each applicant once payment is received. The booklet is available in English, Spanish and Chinese. Please check which language you prefer on the application.

When you are ready to take the course visit <http://www.mganda.com> or call (502) 458-0841 to reserve a class date and time.

You will receive a confirmation.

You must bring a picture I.D. on the date you have reserved

CLASS and TESTING LOCATION

3010 Taylor Springs Dr.
Louisville, KY 40220 (502)458-0841
(off Taylorsville Rd., in the Hikes Point area)

Applicants who do not show up for their reserved class date will forfeit their \$35.00 course fee. This is non-refundable!

Applicants who cancel their reserved class date within 24 hours before class date will be allowed to reschedule.

APPLICATION FORM— (PLEASE PRINT)

To ensure accuracy, please place one letter per line.

Full

Name: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Daytime telephone # : (____) _____ - _____

Email Address: _____

English ☐ Spanish ☐ Chinese ☐

Last Four Digits of Social Security No. : _____

Full

Name: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Daytime telephone # : (____) _____ - _____

Email Address: _____

English ☐ Spanish ☐ Chinese ☐

Last Four Digits of Social Security No. : _____



Greg Fischer
Louisville Metro Mayor
Louisville Metro Council

Louisville Metro Department of Public Health and Wellness
Division of Environmental Health & Protection
P.O. 1704
400 East Gray Street
Louisville, KY 40201

SANITATION COURSE ***For*** ***FOODSERVICE MANAGERS***



Environmental Health and
Protection
400 E. Gray Street
Louisville, KY 40202
(502) 574-6650

